

**SOUTHEASTERN ARIZONA
COMMUNITY ACTION PROGRAM, INC.
TELECONFERENCE**

March 31, 2022 10:00AM-11:00am.

AGENDA

SFY2021 SEACAP AUDIT MEETING

I. CALL TO ORDER: (Jenny Howard - 5 Min.)

A. President

Meeting called to order at 10:11AM by Mrs. Jenny Howard.

II. IDENTIFICATION OF BOARD MEMBERS: (Monica Valadez - 5 Min.)

A. Roll Call – Secretary

Attendance called by Ms. Monica Valadez, Administrative Assistant of SEACAP.

PRIMARY MEMBERS PRESENT:

Shirley Ross, Cochise County, Low-Income
Peggy Judd, Cochise County, Public
Jenny Howard, Graham County, Private
Paul David, Graham County, Public
Maritza Cervantes, Santa Cruz County, Public
Norma Lucero, Santa Cruz County, Private

ALTERNATE MEMBERS PRESENT:

Raymond Hidalgo, Santa Cruz County, Private

SEACAP STAFF PRESENT:

Yvette Ramirez, Executive Director
Diana Merino, Fiscal/Contract Manager
Monica Valadez, Administrative Assistant

III. ESTABLISH QUORUM: (Monica Valadez - 5 Min.)

A. Secretary

Quorum is established.

IV. DECLARATION OF CONFLICT OF INTEREST: (Jenny Howard - 5 Min.)

Board Members and staff will declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which a Board Member or staff member determines they have a conflict of interest.

None verbalized at this time.

V. CALL TO THE PUBLIC: (Jenny Howard - 5 Min.)

None verbalized at this time.

VI. COLBY & POWELL PRESENTATION: (Scott Graff – 35 Min.)

1. SFY21 SEACAP AUDIT (Action)

Mr. Scott Graff introduces self, Colby & Powell CPA and explains the audit procedure. He states there are three parts to the audit and are as follows: Auditor Report, Financial Statements and a Single Audit. Auditor report is “management is responsible for design, implementation and maintenance of internal controls so financial statements can be prepared where they are free from fraud or error”. Auditor Report shows unmodified report or “Clean Opinion”.

Single audit report describes the schedule of federal funding received by SEACAP. Total expenditures of approximately \$2.1 million dollars at the end of June 30, 2021 of LIHEAP program. Single Audit report is a clean opinion result as well. IRS Form 990 for 2021 was also presented to the Board for review and approval. No corrections or modifications necessary.

The audit & IRS Form 990 (2021) had non-significant errors that will need to be improved for SFY22.

Mrs. Shirley Ross Motions to Approve the SFY21 SEACAP Audit.

Ms. Peggy Judd Seconds the Motion.

All in Favor. Motion passes.

VII. ADJOURNMENT

Meeting adjourned at 10:34AM.

*An Executive Session may be called to address legal and/or personnel issues.

If you will not be able to attend the meeting, you may participate, via conference call, by calling the number listed below: Conference Call Telephone Number: 1-877-885-3221 Participant Passcode: 9629550 *